CourtLink® eFile

QUICK GUIDE:

MULTI-CASE FILING

The Multi-Case Filing Quick Guide provides a convenient source of information to help you efficiently file and serve your documents into more than one case.

Quick Tips Before You Begin

1. *Refer to the appropriate court rules on electronic filing prior to using CourtLink® eFile to ensure you are in compliance with local requirements. Copies of the Rules can be found at **www.lexisnexis.com/courtlink** under **Courts Online/CourtLink eFile** or within the CourtLink eFile application under **Support**. Not all courts allow documents to be filed into multiple cases.*
2. ***Help** is available on the top right of the screen. When on any page of myCases, File & Serve, and Search Filings, click on that page to access Help.*
3. *Check our system requirements on **www.lexisnexis.com/courtlink** to be sure your computer is correctly configured for using CourtLink eFile.*
4. *CourtLink eFile is divided into 3 separate areas. Become familiar with the functions of the 3 main areas to help you navigate through the application:*

   ***File & Serve:** To **send** documents to the court*

   ***File room:** To **retrieve** documents and new service information*

   ***Information Desk:** To **maintain** personal, firm and case status information*
5. *All tables are sortable. Any time a grid or table appears, click the column headings to sort by that information.*
6. *Hyperlinks take you to additional information – don't forget to use them!*
7. *When running searches, less is more. Only enter partial information to get the most results.*
8. *The fastest way to access a filing is with a Filing ID.*
9. *When using CourtLink eFile for the first time, or if you need assistance, call our Customer Support team at 1-888-529-7587.*

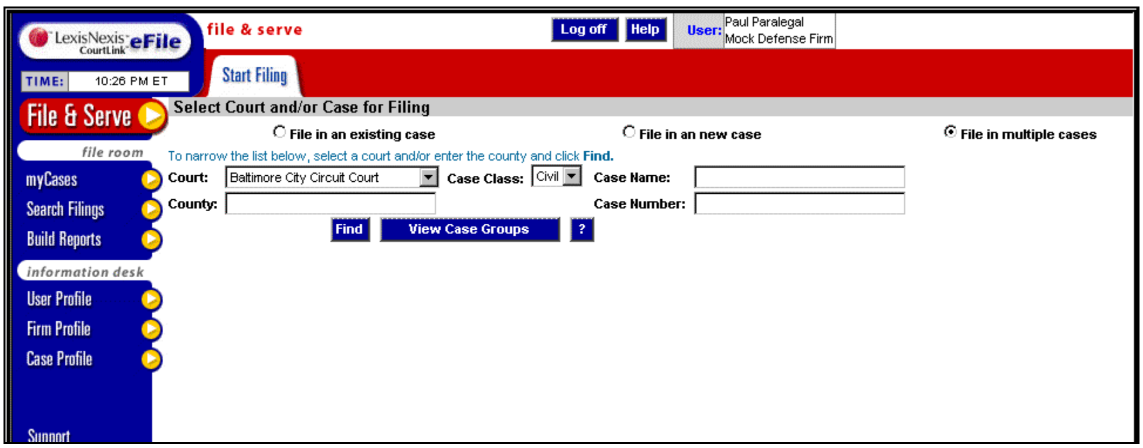
How to Sign On to CourtLink eFile

1. Before using CourtLink eFile, you must have a user name and password. If you do not have these, contact our Customer Service.
2. Using Microsoft® Internet Explorer or Netscape® Navigator®, open your browser and go to **www.lexisnexis.com/courtlink.**
3. When the home page appears, Click **Logon** under CourtLink eFile. The CourtLink eFile *Log on* page appears.
4. Enter your assigned user name and password and click **Submit**. myCases will open.

File & Serve: Start Filing

There are 6 easy steps to submitting documents using CourtLink eFile. Each of these steps is detailed in this Quick Guide:

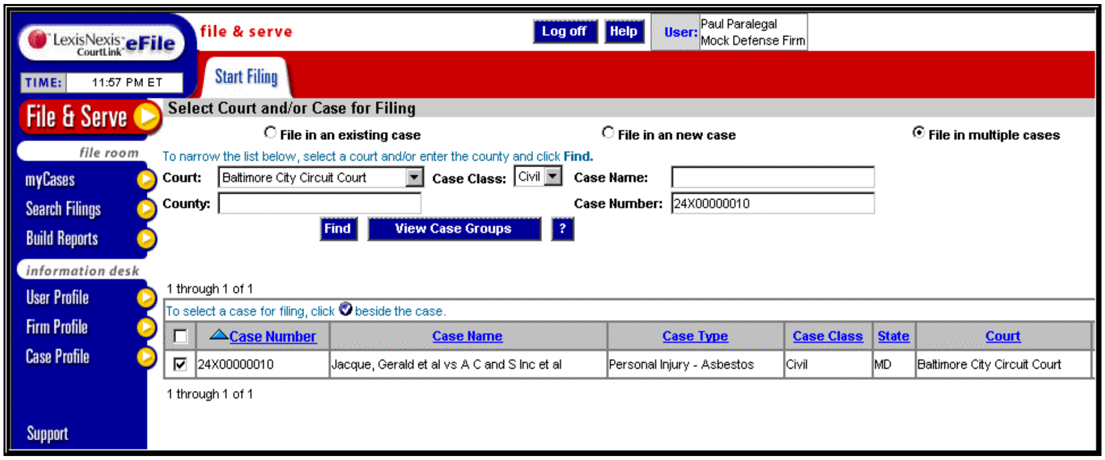
1. **Start Filing** - Allows you to select a case or cases to file into.
2. **Documents** - Lets you select the type of document you are filing and attach your documents.
3. **Filing Parties** - Allows you to select the client for which you are filing.
4. **Service/Notice -** Allows you to select the recipients of the document you are filing.
5. **Additional Recipients -** Lets you add any other recipients for the document.
6. **Review & Submit** - This is where you review your work and submit to the court.



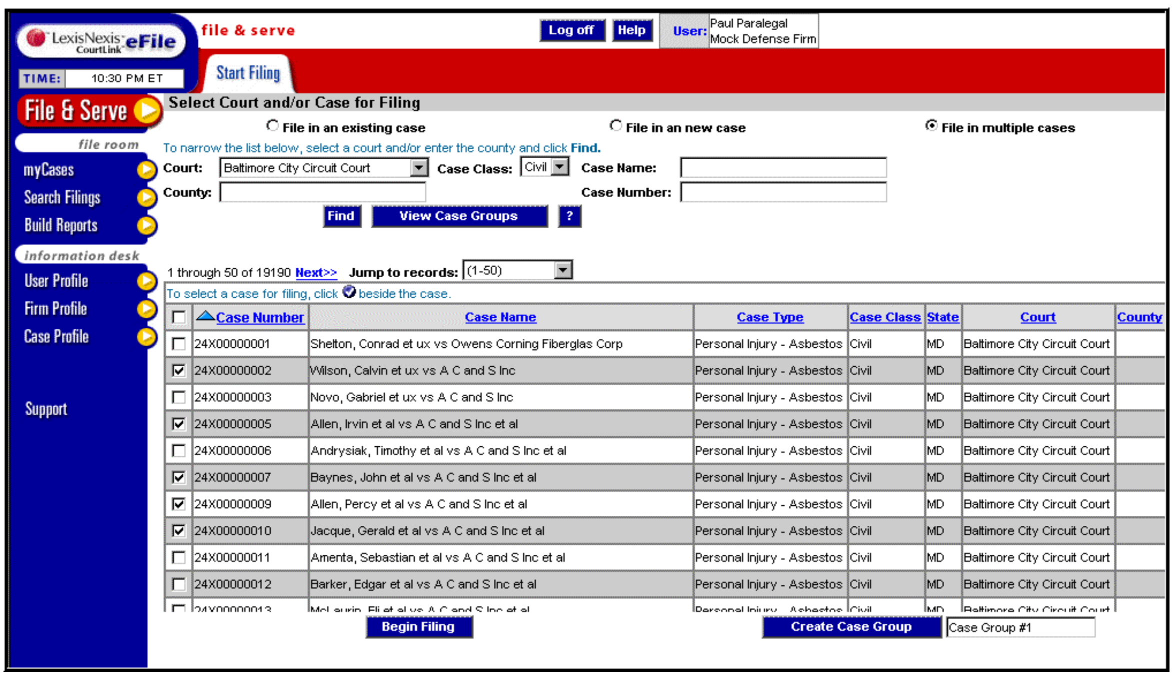
FILING ELECTRONICALLY INTO AN EXISTING CASE

1. To begin the filing process, click **File & Serve**. The *Start Filing* tab appears.
2. To **File in multiple cases**, click the radio button titled *File in multiple cases*.
3. From the drop down menu, select the court in which you choose to file, click **Find**.
4. Cases available for filing will appear in the list below.
5. To select cases, click the box to the left of the desired case number. (Please note that you must choose at least two (2) cases from this list before you can begin your filing.)
6. Click **Begin Filing**, located at the bottom of the page to continue.

   –Or –



1. To select a specific case, type a portion of the **Case Name** or **Case Number** in the spaces provided, click **Find**. (To narrow your search by "party", "attorney", "firm" or "judge", click the **Advanced Search** button, complete the search criteria data, then click **Find**.)
2. To select a case, click the box to the left of the desired case number.
3. To add more cases, repeat steps 1 & 2.
4. Removing all search criteria and clicking the **Find** button will allow you to view case selections.
5. You may edit your selections by selecting or deselecting the chosen cases.
6. Click **Begin Filing**, located at the bottom of the page to continue.

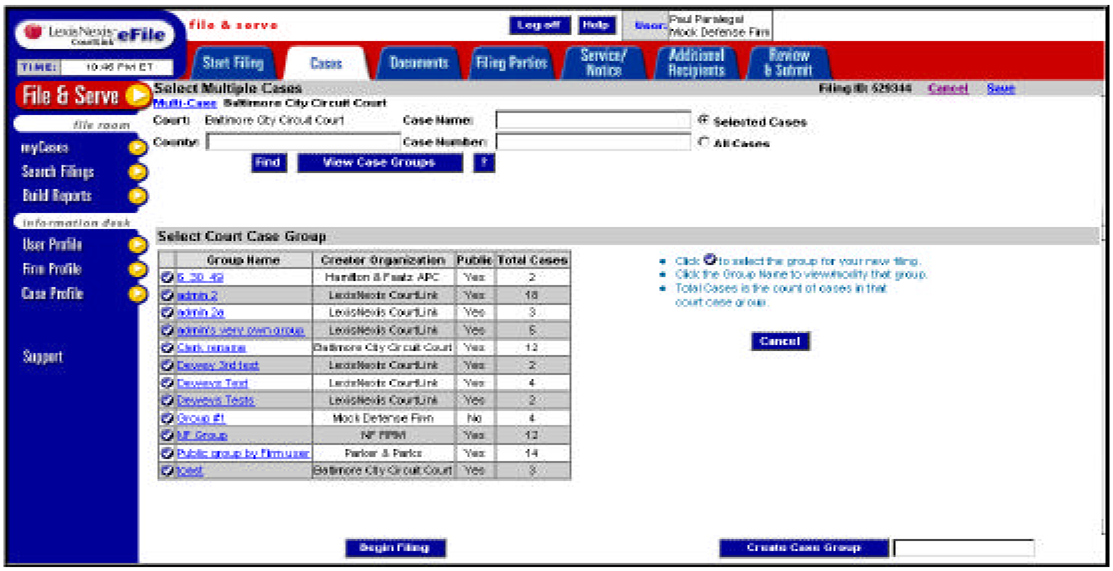


CREATING CASE GROUPS

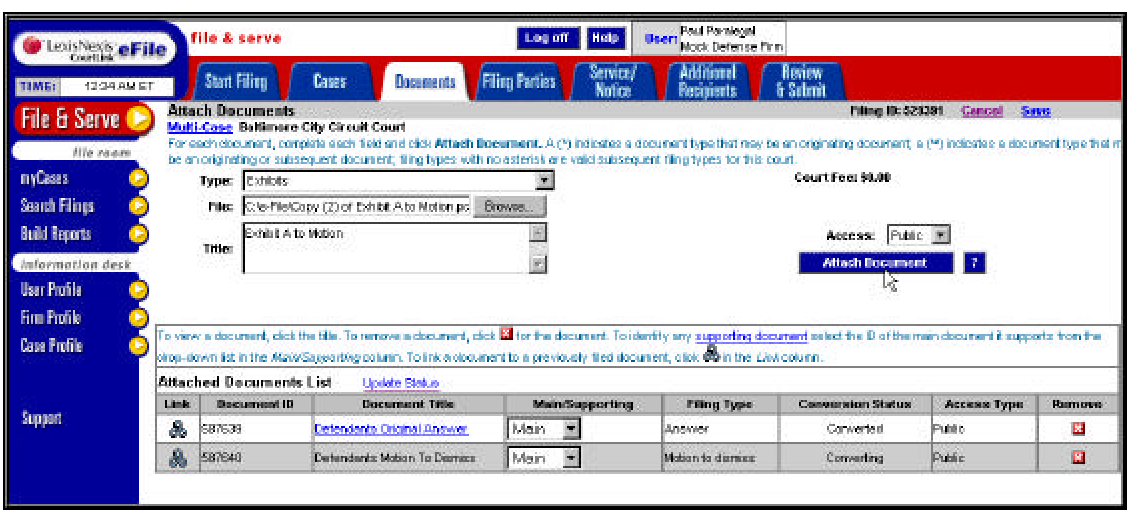
You can save your group selection as a Case Group for future filings. After selecting your cases, type the name of your group in the space provided at the bottom of the page and click **Create Case Group**.

USING CASE GROUPS

To Select a Case Group, click **View Case Groups**. A list of your firm's Case Groups will appear. To select a Case Group for Filing, click the check mark button beside the group name. Once a case group has been created it can be used by all users at the firm.



File & Serve: Documents



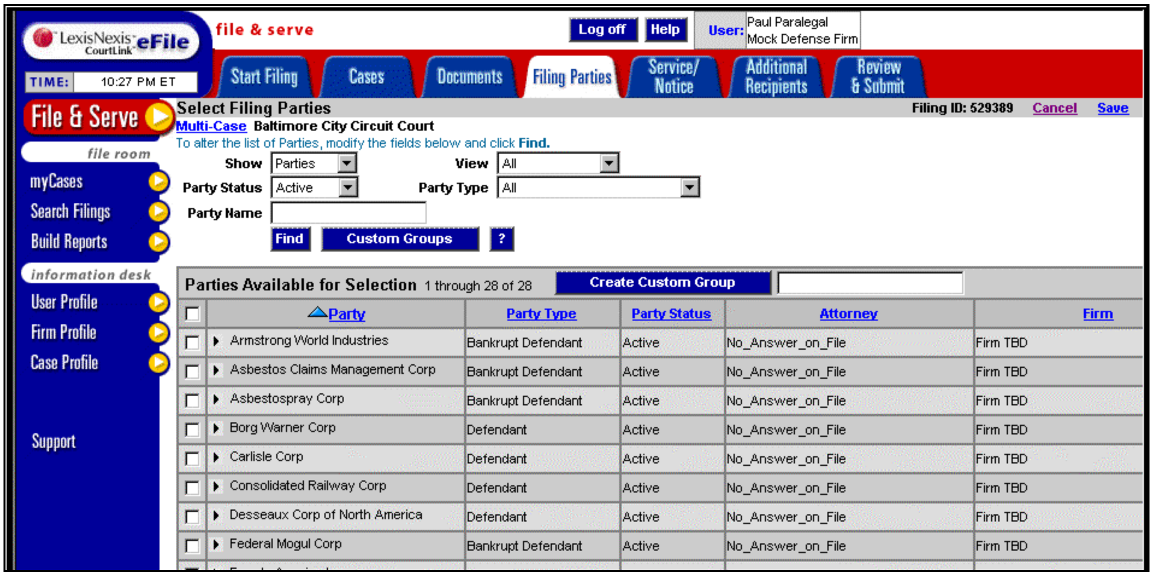
SELECTING DOCUMENTS TO FILE

1. To select the filing type of your document, select it from the drop down menu entitled **Type**.
2. To attach your filing document to the CourtLink eFile system, click the **Browse** button in the **File** section, this will cause a dialog box to open and from there you can locate the file you previously saved to your hard drive or network.
3. Enter a title for your document in the **Title** field. The title must comply with local rules for electronic filing and must not contain any punctuation.
4. You will next need to select an Access type for your filing - Public or Sealed:

   Public: The document is a publicly-filed instrument.

   Sealed: The system only places a placeholder in the CourtLink eFile docket. You must deliver the actual document in hard copy to the court. (Please check the local eFile rules regarding "sealed" documents for specifics.)
5. Click **Attach Document**. The document will appear in the *Attached Documents List*.
6. To add more documents, repeat steps 1-5.
7. When filing supporting documents, use the Main*/Supporting* to reflect the document's association. In the column by each supporting document, select the document ID for the main document to which it supports.
8. If you need to remove or replace a document, click the corresponding "X" in the **Remove** column.
9. When all documents have been attached and associated, click the **Filing Parties** tab to continue.

File & Serve: Filing Parties



SELECTING FILING PARTIES:

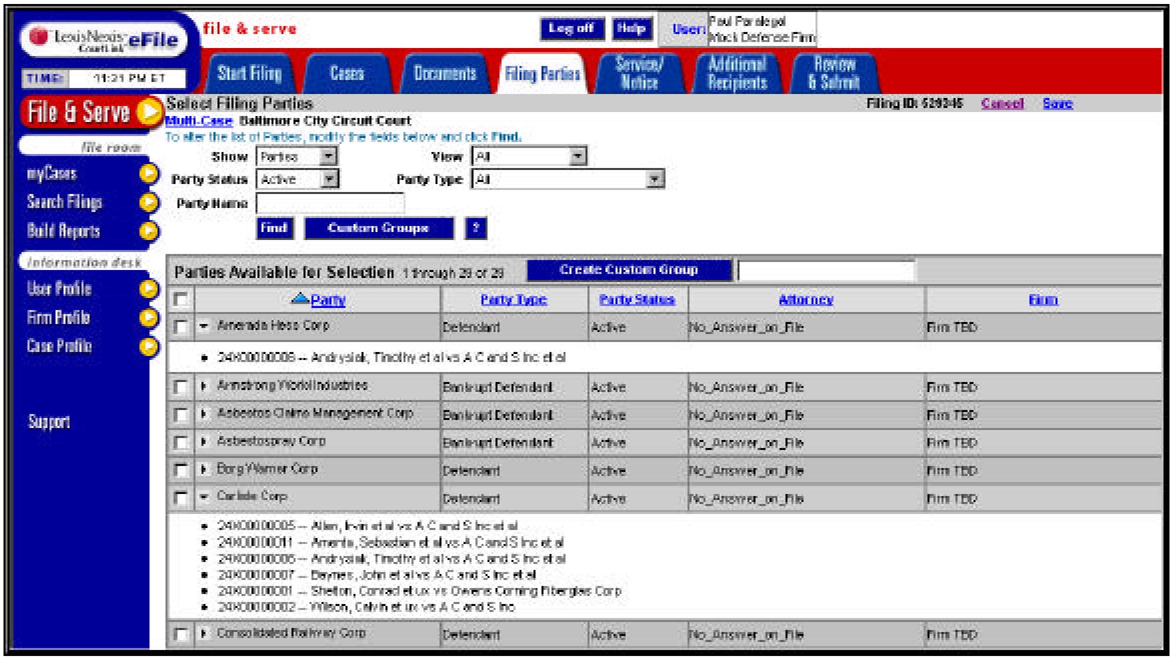
1. To select the party or parties you represent in this case place a check in the box by the Party Name in the *Parties Available for Selection* list,

   –Or-

2. You may search for a specific party by typing a portion of the party name in the space provided then click **Find**. You must place a check in the box by the Party Name to select that party.
3. Continue with this process until you have completed the filing parties list.
4. To show your checked selections, remove all search criteria and click **Find**.
5. You may edit your selections by selecting or deselecting the parties.
6. Click the **Service/Notice** tab to continue.

EXPANDING YOUR SELECTIONS

Clicking on the arrow located to the left of the Party Name will expand the party information and specify the original case name and number of that party.

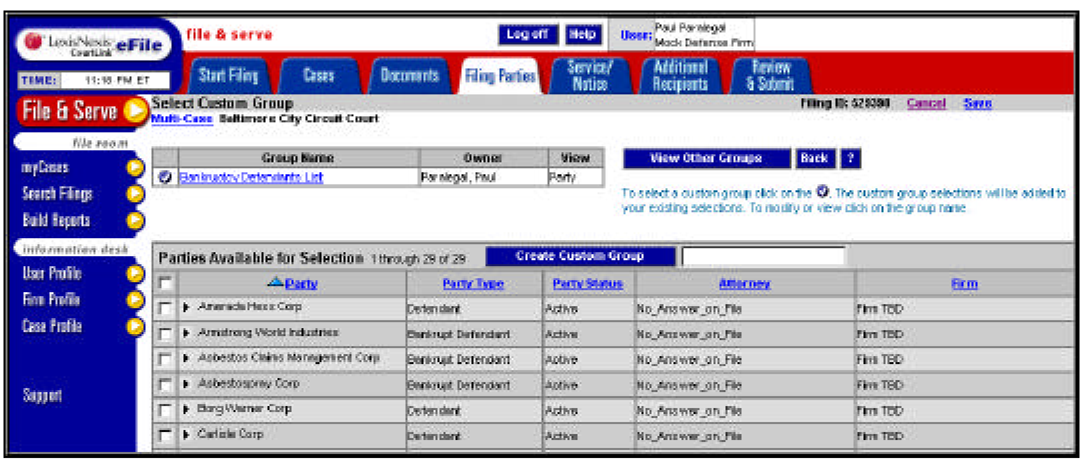


CREATING CUSTOM GROUPS IN FILING PARTIES:

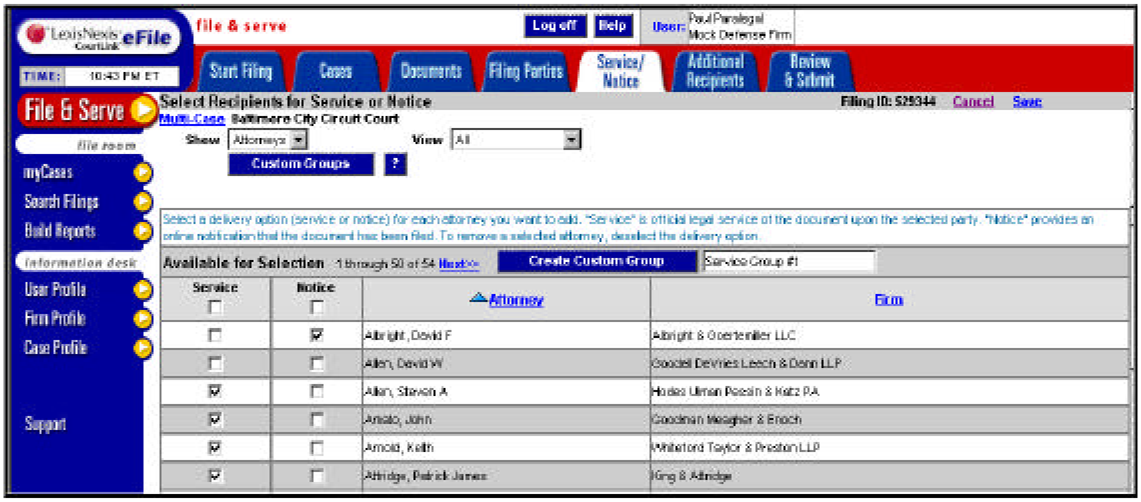
*You can save your selection as a Custom **Group** for future filings.* After selecting your parties, type the name of your group in the space provided; click **Create Custom Group.**

USING CUSTOM GROUPS IN FILING PARTIES:

To use a **Custom Group** click **View Custom Groups**. A list of your Custom Groups will appear. Select the **Custom Group** you wish to use for Filing by clicking the check mark button beside the name.



File & Serve: Service/Notice



SELECTING PARTIES TO RECEIVE SERVE OR NOTICE

1. Use this feature to choose party or parties to whom you want to serve or send a notice of this filing. To choose individually place a check in the corresponding box in the Service or Notice column by the Attorney you which to service/notice. To select **all**, click the box below service or the box below notice. Continue until all parties you want to serve or notify are selected.

   Service: A copy of the document you are filing will be sent to the recipient.

   Notice: Only a notice (no documents) stating that you have filed a document(s) will be sent to the recipient. (This option may not comply with your court's rules or procedures for service. Please check with your court's rules.)

2. Click the **Additional Recipients** tab to select additional recipients and continue in the filing process.

   –Or-

3. You may click the **Review and Submit** tab to complete the filing without selecting additional recipients.

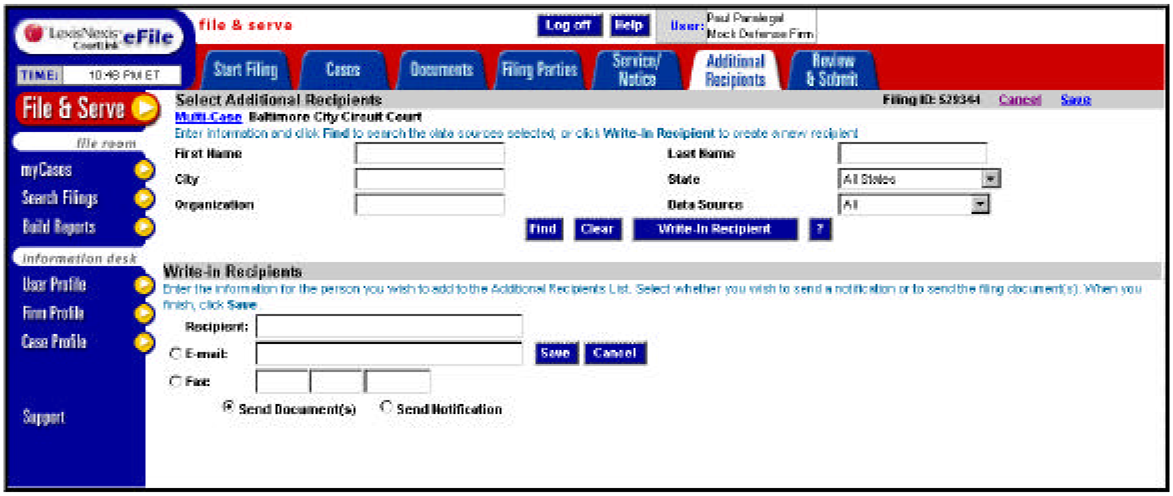
CREATING CUSTOM GROUPS IN SERVICE/NOTICE

*You can save your selection as a Custom **Group** for future filings.* After selecting your parties, type the name of your group in the space provided; click **Create Custom Group.**

USING CUSTOM GROUPS IN SERVICE/NOTICE

To use a **Custom Group** click **View Custom Groups**. A list of your Custom Groups will appear. Select the **Custom Group** you wish to use for Filing by clicking the check mark button beside the name

File & Serve: Additional Recipients



SELECTING ADDITIONAL RECIPIENTS

You may choose to add additional recipients to your filing package.

1. The top portion of the page contains a search feature that will allow you to search for specific individuals. Use the search feature to choose from individuals in our CourtLink eFile database. Do this by entering search criteria in at least one of the fields on the upper part of the page and click **Find**. A list of matching individuals appear. The list will include individuals from the CourtLink eFile database (in bold) and from any other source you selected.
2. For each recipient you want to add, select a delivery option (document or notice). If more than one entry appears for an individual, select the entry in bold for more efficient delivery.
3. To verify your selection, click the **View Selections** button.

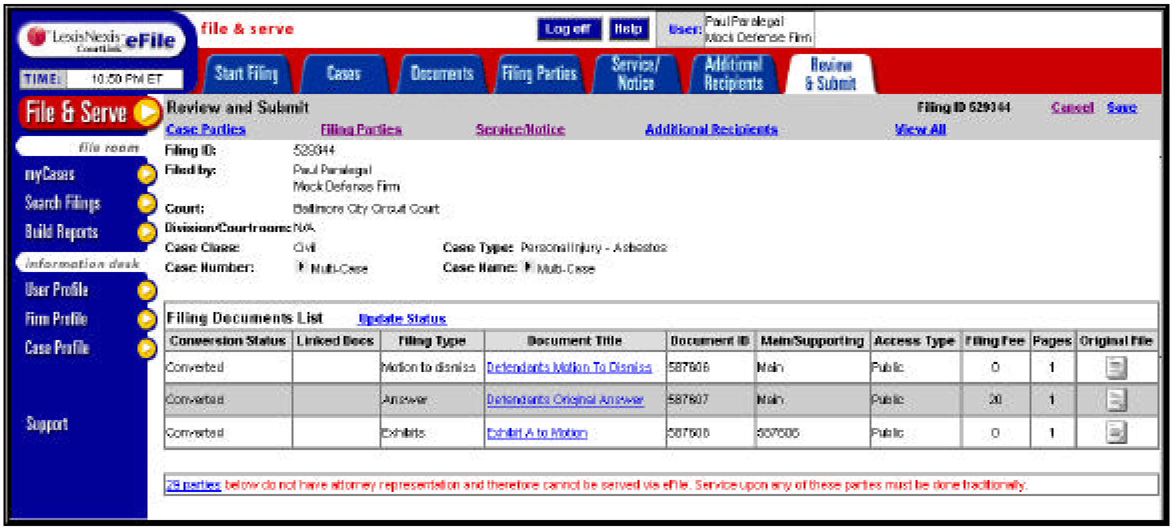
To write in individuals not found in the search above:

1. Click the **Write-in Recipient** button. The *Write-in Recipients* form appears on the lower part of the page.
   a. Enter the recipient's full name.
   b. Select **E-mail** or **Fax**, and provide an address or fax number.
2. Select a delivery option (send documents or notification).
3. Click **Save**. The party is added to the *Additional Recipient* list.

   To write in another recipient, repeat steps 1–3.
4. Click the **Review & Submit** tab.

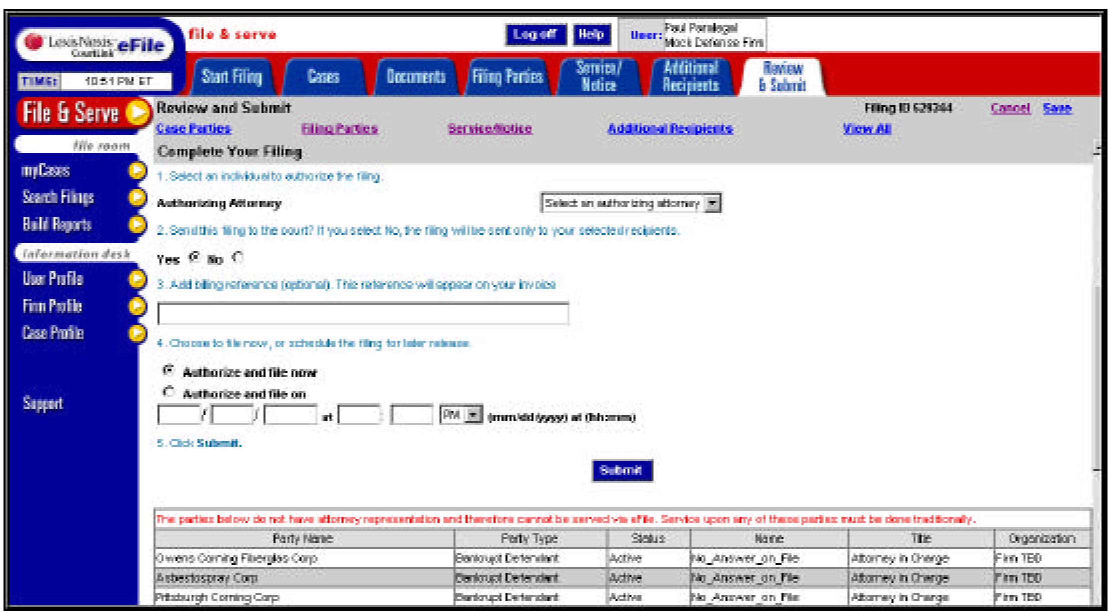
NOTE: LexisNexis™ CourtLink® cannot guarantee delivery if the information you provide is incomplete or incorrect.

File & Serve: Review and Submit



AUTHORIZING AND SUBMITTING THE FILING

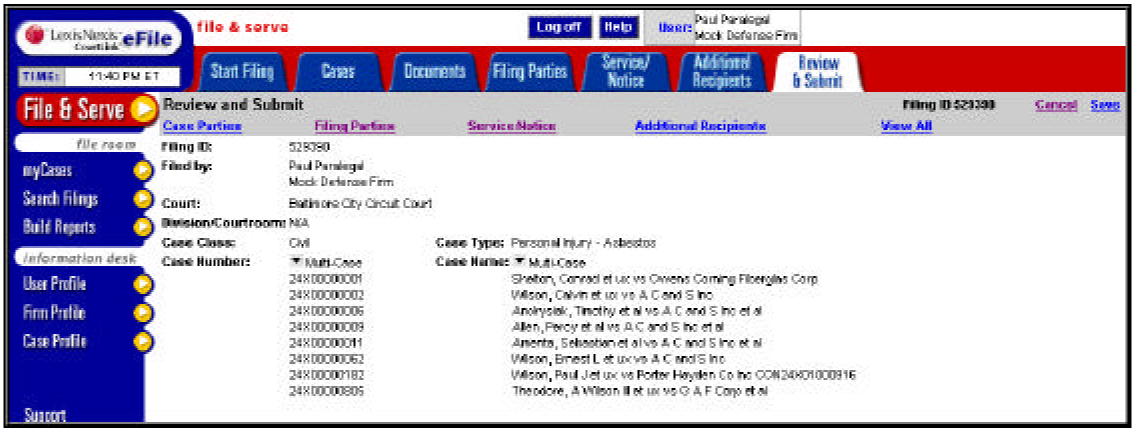
1. Check all information on the filing summary.
2. Make any changes to the filing on the appropriate tab; then return to the *Review and Submit* page.



3. From the drop down menu, select the name of the individual authorizing the filing.
4. If you want to serve or deliver documents only, without filing a copy with the court, select **No** on Step 2 (Serve Only).
5. Next, enter any billing information you wish to appear on your invoice.
6. You can choose to authorize and file your documents now, or you may choose to enter a future date and time for the document to be automatically sent.

7. Click **Submit**. The filing will be submitted to the court and/or served or noticed upon your chosen parties.
8. A CourtLink eFiling receipt appears containing your date and time of filing "stamp". Print a copy for your records.

When filing into multiple cases, you have the option to expand the case name and number to view the original case name and numbers into which you are filing. You may do this by clicking the arrow in **Case Name** or **Case Number** field.



File & Serve: Filing Receipt

A CourtLink eFile receipt appears containing your date and time of filing "stamp". Print a copy for your records.